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ENG 4760-001: Writing for the Professions

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**WRITING FOR THE PROFESSIONS
ENGLISH 4760.001**

**DR. CALENDRILO
Fall 1998**

ENG 4760.001 6:30-9pm Tuesday CH 340

OFFICE HOURS: Tuesday, Wednesday and Thursday from 10:00-11:30AM and by appointment. My office is 314G Coleman Hall; phone is 581-6293.

REQUIRED TEXTS: Effective Professional Writing by Keene and Solving Problems Through Technical and Professional Writing by Kennedy and Montgomery. You will need a box of 3.5 disks, IBM format, 2-sided HD. You should also have a folder for class notes, assignments, and research notes.

COURSE OBJECTIVES AND DESIGN: This course should give you experience in developing the kinds of writing skills that will be useful to you in your professional lives. You will be encouraged to use the strategies, formats, and techniques that professionals successfully use and to design texts that meet (perhaps exceed) audience expectations. You will work alone and with others to produce and revise written documents that are appropriate to your field.

The design for this course assumes that you will be willing to be self motivated, to work independently, to assist your classmates in their work, and to accept the comments of others when you rethink your own writing.

The work for one of the units this semester is collaborative. You will be assigned to work with at least one other member of the class. If you are unwilling to write collaboratively, you will not be able to complete the work for this class.

COURSE RESPONSIBILITIES: You will be expected to write often both in and outside of class, to research independently, to read and refer to your texts when writing and rewriting your papers, to participate in class discussions, and to complete all planning and reviewing exercises with the class when they are assigned. You will also be expected to keep careful track of all of your work this semester and all of the responses you receive on that work. You will submit first drafts along with revisions so be sure to preserve these as well.

CLASSROOM POLICIES: Your work must be available in class when it is due. If your work is not in class when due, you will suffer in a number of ways since you will not receive peer response or participate in class activities. If you do not complete all of the assigned work, you cannot pass this course. If a revision is not submitted on its due date, the grade for the revision drops one full grade each day it is late.

All of your work prepared out of class should be computer generated in a format appropriate to the document. Your most efficient system is to prepare all your writing for each paper on Microsoft Word if possible.

This course involves a great deal of conferencing and peer reviewing, so it is essential that you attend class. If you have more than three unexcused absences over the course of the semester (either from class or from conference), your course grade will drop a full letter grade for each absence beyond three. Lateness is another concern for all of us in the classroom. If you are late, the whole class suffers since our class time is wasted bringing you on track. I will circulate an attendance sheet at the start of each class.

Plagiarism, taking the words or ideas of another and using them in your writing without giving credit to the writer, is a serious offense. It is considered cheating and will result in a failing grade and may result in more far-reaching penalties as well.

CONFERENCES: You will be scheduled for conferences at least seven times over the course of the semester. The schedule states which classes these replace; keep in mind that the schedule is tentative. Attendance at conferences follows the same guidelines as attendance in class. If you come to conference without the required material, you will be counted as absent.

SPECIAL NEEDS: Students with special needs who seek accommodations for these needs should contact the Officer of Disability Services at 581-6583.

COURSE REQUIREMENTS AND GRADING PROCEDURE: You will complete an in-class diagnostic writing, which will not be given a grade toward your course grade. You will work on three major units over the course of the semester. The projects for these units are described in the attached schedule. You will also work on peer reviews throughout the semester. Each project's grade will be broken down in the following way:

First Unit - 150 points

Job Description and Audience Analysis Memo (25)
Job Application Letter (50)
Resume (50)
Follow-Up Letter (25)

Second Unit - 150 points (Collaborative Unit)

Assignment Proposal Memo (25)
Contact Letter (25)
Project Report (65)
Collaboration Memo (25)
Thank You Letter (10)

Third Unit - 200 points

Assignment Proposal Memo (50)
Progress Report Memo (50)
Unit Project (100)

Each paper will be evaluated analytically on a five point scale in five categories: purpose, audience adaptation, format, style, and mechanics. (See Keene 516-17 for a modified version of this breakdown). Comments on your early drafts of each unit's work should help to suggest how and where you could improve in the various categories. Final grades will be calculated on a 500 point scale: 460-500 = A, 405-459 = B, 350-404 = C, 309-349 = D, and below 309 = F.

TOPIC FOR IN-CLASS DIAGNOSTIC WRITING, Sept. 1:

Using the questions and description in Exercise #6, p. 113 in Keene, I'd like you to compose an in-class letter to me during next Tuesday's class session. Review chapters 4 in Keene and 8 in Kennedy to get a sense of the format and content of a business letter. For this first writing, use a business letter format; after this, communicate with me in writing via memo format. I will read these letters immediately, and I will use them to help me learn about your habits as a writer and about your performance as a writer at this point in the semester. If you would like to talk about this first writing with me, please come to see me in my office. Otherwise, I will talk about these papers generally in class, and I will make arrangements to speak only to certain people about their diagnostic writing. I will keep these on file in my office at this time.

INFORMATION SHEET: Please enter your name, phone number, and e-mail account number on the sheet I circulate around class today. If there are no objections, I will have this information photocopied for the class.

TENTATIVE SCHEDULE for FALL 1998:

8/25	Course is introduced, and Unit 1 begins.
9/1	Tour Career Services, and write Diagnostic In-Class letter.
9/8	Job Description and Audience Analysis Memo drafts are due. Conferences will follow shortly after during the week.
9/15	Resume, Job Application Letter, & Follow-Up Letter drafts are due.
9/22	Conferences replace class.
9/29	Unit #1 Portfolio is due; include all drafts of materials with revisions.
9/29	Unit #2 begins. Groups will be determined.
10/6	Proposal and Contact Letter drafts are due.
10/13	Conferences over unit material and progress (interviews and data collection) replace class. Interviews and data collection must occur during this period.
10/20	Project Report, Collaboration Memo, and Thank-You Letter drafts are due.
10/27	Conferences over above materials replace class.
11/3	Unit #2 Portfolio is due; include all drafts of material with revisions.
11/3	Unit #3 begins.
11/10	Unit Proposal drafts are due. Conferences over material are during the week following.
11/17	Progress Report Memo drafts are due. Conferences over these memos are during the week that follows.
12/1	Unit Project drafts are due.
12/8	Conferences over Unit Project drafts replace class.
12/15, 7:30pm	Unit #3 Portfolio is due; include all drafts of materials with revisions.